

Security Information

CONFIDENTIAL

19 October 1953

FINANCIAL AND PROPERTY ACCOUNTING FOR  
SUPPLIES AND EQUIPMENT

1. KUBARK Headquarters has devised and installed accounting procedures for supplies and equipment for application throughout KUBARK. In the interest of adaptation to fit the needs of, and to reflect the special conditions affecting [REDACTED] KUBARK Headquarters has delegated authority and responsibility to [REDACTED] and KUBARK Logistics and Comptroller representative for the issuance of a [REDACTED] procedure which is binding upon KUBARK Headquarters pending issuance by KUBARK directive.

2. A procedure for all [REDACTED] except ODACID [REDACTED] and ODACID [REDACTED] entitled, "Financial and Accounting Procedures for Property", dated 8 October 1953 has been devised and is presented herewith. The effective date of this procedure is 1 December 1953. ODACID [REDACTED] and ODACID [REDACTED] will continue as at present until special procedures consistent with cover are issued. Chiefs of Stations and Missions should take necessary action to ensure maximum results from this procedure in order not only to accomplish proper control over supplies and equipment but also to furnish the Senior Representative with basic information required in the administration of a strictly controlled budget program.

3. Supply and equipment lists and related data furnished representatives of all action Stations and Missions in conferences at [REDACTED] and [REDACTED] held on October 10th and 16th respectively should be utilized in submission of a current book inventory to the Supply Control Center at Okinawa as of 30 November 1953. Chiefs of Stations and Missions are requested to exert special effort, including overtime and temporary assistance to accountable officers if necessary, in order to present this book inventory to the Supply Control Center [REDACTED] by 15 December 1953.

[REDACTED]  
Senior Representative

## Distribution:

All S/R Staff Units

[REDACTED]  
Chief, FE